

WorkFirst Pregnancy to Employment Phase II Training Questions and Answers

(Revised March 1, 2011)

Question	Answer
<p>1. We have a parent that is choosing to take the Infant Exemption (IE). The person is mandated to do 20 hours per week of chemical dependency treatment. In addition, the parent can also participate in 12 hours per week of GED based on the results of the assessment. The parent chooses not to participate in the GED, so they are coded with IE. A month or so later, the parent stops participating with treatment as well. At this point, we would start the good cause process. Would we leave the IE coded until they enter SA or should we remove the IE code as soon as we start the good cause process?</p>	<p>The IE should continue to be coded. The parent is being sanctioned for not participating to their fullest ability in required and non-required activities. Even if the parent goes into sanction, this does not mean that the parent would not be using their infant exemption. As they are choosing not to participate to their fullest ability, they would use the exemption.</p>
<p>2. When a parent enters third trimester and once they have the baby, we are required to complete a partial assessment at a minimum. Currently, the Client Assessment Summary in eJAS provides us with the "assessment type" if an assessment was created. In the future, will this particular screen indicate if a partial or full P to E assessment was created or does staff need to view the assessment/documentation to determine the type of assessment that was created and completed?</p>	<p>The assessment choices will not be changed. The WFSW and WFPS will need to review notes to determine which assessment was completed. The social worker should indicate in their summary of notes what type of assessment was completed.</p> <p>REVISED January 2010- A partial assessment is no longer needed when a parent enters the 3rd trimester however the assessment choices will not change. The WFSW and WFPS will need to review notes to determine which assessment was completed. The social worker should indicate in their summary of notes what type of assessment was completed.</p>
<p>3. We have a 2 parent household that was approved for TANF and mom is currently in her 1st trimester of pregnancy. At this point, should staff schedule both parents for a full assessment or just Mom?</p> <p>If only Mom is assessed, must Dad complete a full assessment once the baby is born and he is requesting the IE or is a partial only required?</p>	<p>Both TANF-eligible parents should be scheduled for a full assessment.</p> <p>If dad was not previously assessed, he would need a full assessment to determine appropriate WorkFirst activities and/or to choose the infant exemption.</p> <p>REVISED March 2011- No, only the mom is required to receive a full assessment when the department becomes aware she is pregnant or parenting a child under one.</p> <p>Both parents are required to complete a partial assessment after the child is born and/or when claiming the infant exemption.</p>
<p>4. What is the process if Dad is added to the TANF household after the baby is born and he is now requesting to take the IE? Does staff need to conduct a full assessment or only a partial?</p>	<p>After dad is added to TANF, he is required to complete a full assessment to determine appropriate WorkFirst activities and/or to choose the infant exemption if a full assessment has not been done.</p> <p>REVISED March 2011 – After dad is added to TANF, he is only required to complete a partial assessment to determine if there are chemical dependency and/or mental health issues and IE status.</p>
<p>5. When will the updated WorkFirst Handbook Chapter 5.1 be available for staff to view online?</p>	<p>2/1/2008.</p>

Question	Answer
6. What is the time frame after the baby is born to complete the partial assessment?	All P to E assessments—including partial assessments—must be scheduled within 30 days of the Social Worker referral. Since these assessments will drive participation requirements, it is important to get them completed as quickly as possible.
7. If a mental health or chemical dependency professional indicates that a parent should do in-patient treatment (40 hours per week), can we make the parent do this?	Parents should be encouraged to participate to the fullest capacity. In this case we should encourage the parent to participate in treatment 40 hours per week as recommended; however, we can only REQUIRE 20 hours per week of participation.
8. Do both parents need an assessment if it is a two parent HH?	Both TANF-eligible parents in a P to E household must complete an assessment as either parent can elect to take the IE once the baby is born. REVISED March 2011- A full assessment is required when the department becomes aware that a woman is pregnant or parenting a child under one. The other parent in a 2 parent household will not be required to do a full assessment at this time. A partial assessment is required for both parents after the child is born to determine barriers and IE status.
9. Do both parents need to be coded PI?	Only the parent who is actively in the pathway is coded with a PI.
10. Should the social worker's IRP with the parent after the full assessment has been completed include language that the parent must complete all other required assessments in the P2E pathway?	It is not a requirement but it would be a best practice to include the requirement to participate in all required P2E assessments in the initial IRP. Ensure the language explains when each assessment would take place (i.e. when the baby is born).
11. Does the need for an assessment need to be in the IRP or can it be in a letter?	It should be in the IRP if possible. However, a letter can be done. This would be the same process used now to schedule a parent to come in to develop an IRP. The appointment is to determine the next activities and IRP. The tool to do this is through the completion of an assessment.
12. If the parent has no issues, chooses NOT to use their IE and indicates that they want to participate, what steps should be taken if they don't follow through? Do we code the IE?	Schedule a good cause appointment and follow the good cause process. If the parent elects to take the IE at the good cause, then it would be coded. REVISED January 2010- If a parent qualifies for an IE, has no identified mental health and/or chemical dependency issues per the P to E assessment(s) and chooses to participate in WorkFirst activities the department will not pursue sanction if we learn that a parent is no longer participating as required in the IRP. The following steps will be taken when the parent stops participating: <ul style="list-style-type: none"> • Send the Pregnancy to Employment Infant Exemption letter giving the parent 10-day notice that we plan to put them into Infant Exemption status. • If the parent contacts their worker within the 10 days and wants to continue participating, update the IRP as needed

Question	Answer
	<p>and do not enter the IE.</p> <ul style="list-style-type: none"> If the parent does not contact you: <ul style="list-style-type: none"> Close the activity(ies) at the end of the 10-day period, and Enter the infant exemption (IE) until the child turns one (not to exceed 365 days).
<p>13. Say the parent is sanctioned for not completing an assessment. Then, they come in and complete the assessment. Do we lift the sanction then? Or do we have them complete the CE and 4 weeks of participation? What if there are no chemical dependency or mental health issues and no other participation requirements as they are in the 3rd trimester or the baby was just born? Must they complete the assessment, the CE and comply in nothing for 4 weeks to remove the sanction?</p>	<p>If a parent is in sanction for failing to follow through with an assessment but they come in and complete the assessment which finds they have no CD and/or MH issues and they are choosing not to participate, follow current policy and lift the sanction. If a parent is in sanction for failing to follow through with an assessment but they come in and complete the assessment which finds they have CD and/or MH issues (required to participate) OR they are choosing to participate and not claim the infant exemption, they would remain in sanction after completing the assessment until they participate in appropriate activities for 4 consecutive weeks.</p>
<p>14. Can a needy caretaker relative, who is also the legal guardian of the child, claim the IE if they are the person that is needed in the home to provide care for the child?</p>	<p>Only a parent can take the Infant Exemption. The exemption does not apply to guardians or caretaker relatives.</p>
<p>15. We have a pregnant 16 yr. old teen that is not attending school. The teen had the baby and is now eligible to receive TANF. The teen is still not attending school and can only receive TANF for 12 weeks if she chooses not attend school. The question is, can this person take the IE? If so, is it only for the 12 weeks and then she is removed from TANF due to eligibility rules?</p>	<p>The parent can take the IE for the 12 weeks if she chooses (and does not have MH and/or CD issues). After the 12 weeks she would be subject to the school attendance requirement for unmarried teens per WAC 388-486-0010.</p>
<p>16. Parent decides to take IE for 3 months and there are no CD or MH issues. After the 3 months, the parent decides to take another 3 months. At that point, is another partial assessment required before we can grant 3 more months of IE?</p>	<p>When the parent elected to take the IE initially, you did your partial assessment. No additional assessment is required. The meeting you have with the parent after the first 3 months are up is a conversation with the parent to decide if they want to continue taking the IE or to engage in participation.</p>
<p>17. When a referral is made to DASA for CD issues, eJAS will only allow us to code the SR referral code for 14 days. Is it possible for eJAS to allow 30 days or do staff need to go back in after each 14 days to update?</p>	<p>We do not want to extend the SR referral to 30 days. In most cases, the parent will be able to complete the assessment within 14 days. If there is an issue with assessments taking longer, we need to have a conversation with DASA as TANF parents (pregnant or parenting) have a priority.</p>
<p>18. If a client brings in a doctor note stating the client shouldn't do any activities due to the pregnancy/high risk pregnancy does that supersede the CD or MH activity if the assessment states they should be doing CD or MH?</p>	<p>Yes. If a parent provides medical documentation that they are unable to participate in ANY activities due to a health issue, the parent would be deferred from participation until the health issue is resolved and the doctor released the parent for WF activities.</p>

Question	Answer
19. When appt letter is sent <u>during</u> the exemption period for an appt <u>after</u> the exemption period ends and the client is a no show can we schedule the client for good cause or do we have to wait to send appt letters after the exempt period ends? Reason this question is being asked is previously an office lost a SRP termination because the appt letter was sent to the client before their exemption ended so staff want to make sure that will not happen now.	If the appointment is for a date after the exemption period ends and the parent is a no show, you would move forward with the good cause and sanction process. As the appointment is after the exemption period, the parent is then mandatory and thus subject to sanction.
20. If a client gets sanctioned for non compliance during the PTE we still code them with the IE also – correct?	Yes, the IE should continue to be coded. The parent is being sanctioned for not participating to their fullest ability in required activities. Even if the parent goes into sanction, this does not mean that the parent would not be using their infant exemption. As they are choosing not to participate to their fullest ability, they would use the exemption.
21. If there are limited resources to get clients in for mental health assessments do we leave the client in a no activity or put them only in a PI? Some offices say that it could take a month to get a client in for an external assessment.	The PI would remain in place throughout the entire pathway because it is an indicator. If the parent is not attending mental health treatment because there are not any available services, the parent would remain an RO until the external assessment is complete. The worker may also determine other appropriate activities they can do while awaiting an external assessment.
22. Do any of these rules impact or change for the Teen parent on the exemption or deferral?	No, teen parents remain exempt from participation if they have a child who is less than 12 weeks old. They are subject to the same rules as adults in regard to assessments and chemical dependency and/or mental health issues. After the 12 weeks she would be subject to the school attendance requirement for unmarried teens per WAC 388-486-0010.
23. Is the SRP on board with the new PTE changes and will the SRP guide be updated to include the PTE and what the panel will be looking for?	The SRP bases their decisions on WAC and the Handbook; therefore, their decisions will support the new policy. We do not anticipate that the guide will be updated as participation activities (regardless of what it looks like) and the sanction processes are the same for all parents.
24. For each assessment required we need to have the client come in or call, in order for us to sanction the client does there need to also be a new IRP for each phase? (For ex: we send a appt letter for the partial assessment do we also need to send a IRP that states this is their requirement right now to show for this assessment?)	You would only update the IRP if the parent participated in the development of the plan. You are not required to send an IRP to a parent to inform them of an appointment. The appointment letter should detail that an assessment will be done to develop a new plan.
25. In areas with no infant childcare available. Would this be a SW determination of inability to participate? Would the parent have to take the IE if the childcare was not available?	If a parent is choosing to participate and they are participating (looking for child care- XP) as much as they are able then they would not use their IE. If the parent is able to participate more hours (in addition to looking for childcare), the parent would use the IE as they are not participating as much as they are able. For example, if the worker verifies that all the parent is <u>able</u> to do is participate 10 hours per week and she is looking for child care (XP) she is not using her IE because she is participating by looking for child care or

Question	Answer
	<p>working with child care resources, getting on waiting lists, etc. Using the same example above, If the worker verifies there is no child care anywhere in the area and there is nothing else they can do but simply wait on waiting lists and the assessment determined they were able to participate in WorkFirst activities for 10 hours per week, then they would need to participate in other activities for the 10 hours as that is what she is <u>able</u> to do. If she does not participate in any other activities for the required hours, then she would use her IE.</p>
<p>26. Mom is currently taking the IE and her child is six months old. The social worker followed up with Mom this month and she is pregnant again. She is due 7/2008. The last full-comprehensive assessment was completed 9/2007. At this time, should the Social Worker complete another full comprehensive assessment for this new pregnancy? Would this one full assessment meet the requirements for the transition plan for the current IE, as well as meet the requirement for the completing a new P2E assessment for the new pregnancy? Or would she need to complete two assessments? One full and one partial?</p>	<p>Mom needs to complete a full assessment for the new pregnancy recently reported. Since she is in her 1st trimester only she is required to participate full time, however since she has a child under one she can choose to continue to take the IE (and choose not participate if no MH and/or CD issues) until her child turns one year old. Once she enters her 3rd trimester a partial assessment is needed.</p> <p>REVISED January 2010 – A partial assessment is no longer needed when a pregnant woman enters her 3rd trimester.</p>
<p>27. If the parent is referred to the SW for an assessment and they do not disclose CD or MH issues at the assessment, but then the information is brought up shortly after the assessment, would they need to complete another assessment? For example, we completed a full assessment in the 2nd tri and there were no issues revealed. The 3rd trimester partial also indicated no issues, but in the 8th month of pregnancy issues were revealed to a WFCM who informed the WFSW. Would we need to schedule another partial assessment and then schedule an external assessment even though during the 3rd tri partial the parent had no issues and choose not to participate?</p>	<p>No, another partial assessment is not required to reassess for CD and/or MH issues however the parent would be referred for an external assessment to assess the identified CD issues.</p> <p>REVISED January 2010- A partial assessment is no longer needed when a parent enters the 3rd trimester. If information is received that there are CD and/or MH issues after an assessment has been completed refer the parent for an external assessment to assess the identified issues.</p>
<p>28. If the 2nd parent is not part of the TANF HH, would we need to do a full assessment or wait until he was added to the TANF AU when the first child was born? (this one may have been answered before--just double checking)</p>	<p>Same answer to question #4.</p> <p>The 2nd parent would complete a full assessment once they were added to the TANF AU to determine appropriate WorkFirst activities and/or to choose the infant exemption.</p> <p>REVISED March 2011 - The 2nd parent would complete a partial assessment once they were added to the TANF AU to determine appropriate WorkFirst activities and/or to choose the infant exemption.</p>

Question	Answer
<p>29. When using our in-house chemical dependency screenings such as ACRS, if the parent is referred to the screener from the WFSW based on the P2E assessment as having chemical dependency issues and the screener can not determine if the parent has issues or not, would this be sufficient enough? Or would we still need to go further with a full external assessment? Would it depend on if we agree with the screener's findings?</p>	<p>Substance Abuse Assessments must be completed by a Licensed Chemical Dependency Professional (CDP) to determine:</p> <ul style="list-style-type: none"> • Substance abuse • Chemical addiction • Level of treatment (if any) that is required to address the individual's needs
<p>30. If a parent is not a mandatory participant and wants to volunteer to participate part-time without using her IE, and she is doing as much as she is able to do--we do not code the IE. For example, the parent wants to participate in part-time job search and at this time, this is the maximum amount that she can do. She is coded as JS and PI. What about if she decides to stop participating in the JS activities? Will we immediately code the IE because she is no longer doing any activities up to her fullest ability? She is not mandatory, so we wouldn't go the sanction path or schedule the good cause appointment. So if we were unable to reach the parent, when would we put the IE code on her case? Is there are requirement to notify the parent?</p>	<p>A parent would have to choose to take the IE if she/he chooses to stop participating as much as she/he is able. If this parent stopped participating as required in her/his IRP (in this case JS part-time) the worker would initiate the good cause process for not participating as required. At this good cause appointment, the parent can choose to take the IE in to avoid sanction. If the parent fails to show and can not be reached, we would proceed with sanction as the parent must choose to take the IE.</p> <p>REVISED January 2010- If a parent qualifies for an IE, has no identified mental health and/or chemical dependency issues per the P to E assessment(s) and chooses to participate in WorkFirst activities the department will not pursue sanction if we learn that a parent is no longer participating as required in the IRP. The following steps will be taken when the parent stops participating:</p> <ul style="list-style-type: none"> • Send the Pregnancy to Employment Infant Exemption letter giving the parent 10-day notice that we plan to put them into Infant Exemption status. • If the parent contacts their worker within the 10 days and wants to continue participating, update the IRP as needed and do not enter the IE. • If the parent does not contact you: <ul style="list-style-type: none"> ○ Close the activity(ies) at the end of the 10-day period, and ○ Enter the infant exemption (IE) until the child turns one (not to exceed 365 days).
<p>31. In a two parent HH, if Dad is working FT does he still need the P2E assessment? Would we want him to take time away from his job to complete the assessment?</p>	<p>No. Generally every participant in the P to E pathway must complete a full assessment to assess the appropriate WorkFirst activity. However the dad in this case is already engaged in full time employment, there is no need for an assessment</p> <p>REVISED March 2011- No. Since the dad in this case is already engaged in full time employment, there is no need for a partial assessment after the child is born.</p>
<p>32. If a parent misses the scheduled assessment and the good cause appointment and they have not chosen the</p>	<p>The parent would be placed in sanction, but not in the IE as they</p>

Question	Answer
IE, are they placed in sanction with the IE?	have not elected to take the exemption.
33. What is the definition of “needing mental health treatment” when considering participation requirements for P2E?	The WFHB section 6.6 states that a WFSW will assess for disability if identified during the comprehensive evaluation, Social Worker assessment, or at any time by observations of a possible problem. If mental health issues are identified, the WFSW/WFPS will refer the parent to a professional for an in-depth assessment (external assessment) to support the initial identification. This external assessment will determine if treatment is required.
34. If it takes a Social Worker 2 months to determine the infant exemption for whatever reason does the 365 days start after the assessment? Could this leave excess time to be used on the next child if the assessment isn't done timely?	The WFSW assessment appointment must be scheduled not to exceed a maximum of 30 days from the date of the referral to the social worker. If a parent misses this scheduled assessment, the worker should follow the good cause process. The IE start date is the date the parent chooses to take the exemption.
35. If a client chooses their infant exemption but decides to also work on their GED – will they qualify to WCCC even if the IE is there?	If the parent is participating in GED activities and it is part of their IRP, they would potentially qualify for childcare. The worker should open the appropriate eJAS components codes (including IE) and update the IRP to support the parent's need for child care and/or support services.
36. If the PI follows the person in the P2E pathway what happens after the Infant Exemption is used and they are using their 12 week post partum – does the PI only go on thru the pregnancy and post partum then ends since the PI follows the pathway or do you still leave in the component till the baby turns 1 yrs old? If so, then I think we are incorrect by saying the PI follows who is in the pathway.	The PI is currently used until the child turns one. We will adjust policy as we get closer to release IT changes incorporating the Postpartum Exemption period.
37. What if mental health/chemical dependency is identified, but not determined significant issue by the external evaluation?	If a MH and/or CD assessment states that treatment is not needed, then it is not required.
38. Mom on TANF, Dad goes on TANF after baby is born. Does Dad need a P2E assessment at this time? Even if working full time and not taking the IE?	Same answer to question #4 and #31. The 2nd parent would complete a full assessment once they were added to the TANF AU to determine appropriate WorkFirst activities and/or to choose the infant exemption unless he is working full time. REVISED March 2011 - The 2nd parent would complete a partial assessment once they were added to the TANF AU to determine appropriate WorkFirst activities and/or to choose the infant exemption. If the dad is already engaged in full time employment, there is no need for a partial assessment after the child is born.
39. During 12 week postpartum period. If a client still has some time left on IE and they need to use that up first. If the IE is less than 12 weeks can they take the IE and then add time from the 12 week postpartum to equal 12 weeks?	Yes, the parent must exhaust their IE and then they are able to use the Postpartum exemption until the child turns 12 weeks of age.

Question	Answer
40. Does the IE date start after the assessment is completed and determined that it is an appropriate plan, or do we go back to referral date?	The IE start date is the date the client chooses to take the infant exemption.
41. Will there be an ability to fix the IE if miscoded? Concern about how this will affect the tracking system.	Yes, a data fix request can be done to fix the IE if it is miscoded.
42. How does/will IE track if you use a past end date?	We are currently working on IT business requirements. Please submit this question when there is a case that fits this scenario.
43. What if someone is already in sanction and then goes into their 3rd trimester and no shows for the assessment. Do we leave the sanction? Or do we lift the previous sanction and then follow the good cause process for the missed assessment?	<p>In the third trimester of pregnancy participation for the pregnant woman is based upon the results of the assessment. If the client fails to show for the required assessment the worker would follow the good cause process.</p> <p>If the parent is already in sanction, entering the 3rd trimester, and is a no show for the assessment, the sanction would remain and would not be lifted until good cause is determined and the assessment is completed.</p> <p>REVISED January 2010 - A partial assessment is no longer needed when a parent enters the 3rd trimester. In the third trimester of pregnancy participation for the pregnant woman is based upon the results of the comprehensive assessment. If the parent is in sanction for not attending the comprehensive assessment the sanction is not removed once they enter the 3rd trimester.</p>
44. Does the WAC also state that the other parent in a 2 parent HH has to complete the assessment and they are subject to sanction if they don't complete it? Even if that parent is not currently in the P2E pathway?	Both parents receiving TANF in a 2 parent household must complete an assessment if they are in the P to E pathway (pregnant or parenting a child under the age of one) per WAC 388-310-1450.
45. In the case where a family legally adopts a child under the age of one and receives adoption support funds (so child is not on the grant) are we required to do assessments on both parents and can one of them take the IE exemption?	<p>Assessments are required for P to E participants who are pregnant or have a child under the age of one to determine appropriate WorkFirst activities. Both parents are required to complete an assessment but only one can choose to take the IE.</p> <p>REVISED March 2011 – For cash and medical assistance, adoption support funds are excluded because it is assistance from another agency that does not cover ongoing living expenses (see WAC 388-450-0055 for more information). Although this money is excluded, P to E participants must receive an assessment to determine appropriate WorkFirst activities. Both parents are eligible to take the IE up to 12 months in a lifetime, but only one parent can claim the IE at any given time.</p>
46. Client is in sanction for not participating in WF activities in her 1st & 2nd trimester. She was trying to work her way out of sanction, but has not followed through. Her 3rd trimester begins 4-1-08 and if she doesn't appear for the P2E assessment (if it is scheduled in March), does she stay in sanction in her trimester without having a new sanction case staffing? April will be her fourth month of sanction for not participating.	<p>The sanction would remain and would not be lifted until good cause is determined and the assessment is completed.</p> <p>REVISED March 2011- A partial assessment is no longer needed when a parent enters the 3rd trimester. If the parent is in sanction for not attending the comprehensive assessment or participating in required MH and/or CD activities the sanction is not removed when they enter the 3rd trimester.</p>

Question	Answer
<p>47. I have a three parent household - husband, wife, and girlfriend. The girlfriend just had baby 01/20/08. She needs the comprehensive assessment as does the husband. Does the wife also need the comprehensive assessment as well? She is in the home and since she is another "parent" - could she potentially take the IE? Since the wife is in a ZD, if she fails to follow thru with the Comprehensive Assessment, we cannot proceed with sanction as she is in an exempt status.</p>	<p>All parents in the household receiving TANF are required to complete an assessment. All parents are eligible for the IE but only one can choose to take the IE at any given time. If the wife fails to attend the assessment appointment follow the good cause process.</p>
<p>49. This mom is in a two parent household and is currently pregnant. Mom does not show up in a PI list due to the fact that she is a non-qualified alien. We only found her by running a barcode report identifying all expected dates of delivery from today forward. We are assuming that any two parent household where mom or dad is on SSI, SSDI or is in any other non-qualifying status...will be hard to identify in the PTE audit process. Do we in fact need to complete a PTE assessment for mom? Secondly, is there an easier way to identify parents in the above mentioned categories?</p>	<p>The P to E assessment determines appropriate WorkFirst activities therefore an assessment is not needed for parents who are not TANF eligible. There is no need to identify parents who are not TANF eligible.</p>